

NOTICE

There is a job opening with the **BAY COUNTY DIVISION ON AGING.**

JOB TITLE: **KITCHEN AIDE II**

RATE OF PAY: **\$9.12 per hour entry, progressing to
\$10.51 per hour after 6 years (TS02)**

*Up to 25 hours per week (subject to change), limited benefits

Union Membership: U.S.W. part-time, Local 15157

GENERAL SUMMARY:

Under the direct supervision of the Home Services Manager, completes dishwashing of pots and pans and other assigned cleaning duties at the central kitchen, dining centers and other cooking locations throughout Bay County.

TYPICAL DUTIES:

1. Dishwashing of pots and pans in three tub sink. Assures proper cleaning of all pots, pans, and utensils. Follows all food service rules and regulations regarding the handling of food, cooking equipment and utensils, in accord with the Michigan Public Health Code.
2. Sweeping and mopping of all floors in assigned locations.
3. Cleaning of refrigerators, freezers, walk-in coolers, shelves, cupboards, ovens, storage rooms, as assigned.
4. Sweeping and cleaning of shipping/receiving entrance.
5. Taking out of all trash and boxes.
6. Assisting with special events and evening meals at various locations throughout Bay County.
7. Custodial duties in absence of regularly assigned staff person.
8. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
9. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Must have the ability to work cooperatively as part of the kitchen staff. Must be able to maintain neat and orderly kitchen and work area and lift and transfer up to 30 pounds. Applicants may be required to take written and/or other examinations.

Physical: This position requires sitting, being mobile, bending and/or standing for significant periods of time.

Make application at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 no later than **4:00 p.m. Tuesday, November 30, 2010.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."